

Commercial Operations Coordinator

Responsible to: Commercial Enterprise Manager

Responsible for: N/A

Salary: Grade 3 - £28,265.12 - £30,894.24

Contract Type: Full time, permanent

Hours of Work: 37.5 hours per week, full-time permanent, Monday to Friday. Evening and weekend working as and when required.



Job Overview:

Working closely with the Commercial Enterprise Manager and Estates & Facilities Team, the Commercial Operations Coordinator is responsible for ensuring that the operational needs for Commercial activities, lettings and Commercial events are fulfilled so that the Enterprise Fund generates a profit.

The post holder will be responsible for the administration and running of the commercial operations process from initial enquiry to final billing. You will be supporting both the School and its Commercial Enterprise Business. This is a fast paced, exciting and varied role that requires a commercially driven individual with excellent communication, organisational skills and the ability to manage time effectively.

St Leonards has been at the forefront of pioneering education since it was founded in 1877. As we look forward to celebrating our 150th anniversary in 2027, we remain focused on our fundamental purpose: to educate young people for life. Ad Vitam



DISCOVER ST LEONARDS

St Leonards has been at the forefront of education in Scotland and beyond since its foundation in 1877. Throughout its life, the School has demonstrated a progressive spirit from its inception as a pioneering school for girls to the vibrant fully co-educational boarding and day school that it is today.

St Leonards is an HMC and IB World School situated in the heart of the vibrant, historic and cosmopolitan university town of St Andrews, the 'Home of Golf'. The School is fully co-educational with close to 600 pupils from Year 1 to Year 13 and is the only IB continuum school in Scotland. With over 35 nationalities in the pupil body, it is a school with a truly global outlook. The school's motto is *Ad Vitam* ('for life'), and the ethos and approach to learning of the IB permeates all areas of school life, within and beyond the classroom.

St Leonards offers an exceptional range of enriching academic, sporting, musical and creative opportunities, and was named 'Scotland's Independent School of the Year' by the Sunday Times for 2019, in recognition of its complete commitment to offering a first-class education.

Prior to the award of 'Independent School of the Year', St Leonards was named the Sunday Times' top-performing Sixth Form for IB/A-Level results in Scotland for three consecutive years: 2016, 2017 and 2018. The average IB Diploma points score in 2021 was 35, with over 80% of all Higher Level (HL) scores graded at 7/6/5 (equivalent

to A*/A/B at A level). The School has recently undergone a multi-million refurbishment programme of the boarding houses; a sector leading golf programme has been established; the record school roll continues to grow; academic achievement is strong; public recognition of the School is incredibly positive; the highest standards of pastoral care are provided by well-trained, committed and specialist staff who address the individual needs of pupils, and outstanding teachers are attracted to work in and become part of the inclusive culture and diverse St Leonards community.

One hour from Edinburgh International Airport and approximately a one-hour flight from London, our enviable Scottish location is accessible, with beautiful beaches, historic landmarks and rolling countryside on our doorstep.

The town is very much seen as an extension of the School campus and the St Leonards' close collaboration with the University of St Andrews, recently voted the top university in the UK, is yet another opportunity.

As we move towards our 150th anniversary, the School is at an exciting stage of its development. At St Leonards, we aspire to attract and retain the best staff, who embody the IB attributes and strive to deliver a holistic education that effectively prepares pupils for the future, fostering in them a love of learning that they take with them through life.



Main Areas of Responsibility:

Running and supporting commercial events such as those booked through commercial customers and ensuring they are run to a high standard of delivery and safety:

- Working with the 'client' to understand the event requirement and then liaising with key stakeholders including the Estates, Facilities and Catering Teams to deliver the event, on the clients behalf, to a high standard.
- Attendance at events will be expected to oversee that they run smoothly and be the main point of contact for the client; evening and weekend working as and when required.
- Ensure that insurance, legal, risk assessment, and health & safety obligations are adhered to for all events
- Advise the 'client' on budget spend and control (such as hospitality and insurance costs, if required).
- Ensure that the client is respectful of School facilities and that they are looked after.
- As part of event planning, organise coordination meetings with key stakeholders.
- Arrange invoicing.
- As part of continuous improvement, post event capture lessons identified and learnt and create feedback loops to clients and stakeholders.

Managing the day-to-day operations for all external hiring and lettings throughout the school year, covering the swimming pool, astroturf, sports pitches, auditorium and other key facilities that the School wishes to let. In addition, you will assist the Commercial Enterprise Manager with supporting the supervision of the St Leonards Shop and merchandise for the St Leonards Golf Academy Programme :

- Assisting the Commercial Enterprise Manager to market and sell all available key lets.
- Assisting the Commercial Enterprise Manager to provide detailed proposals, quotes and invoices for lets, in a timely fashion and by communicating effectively (on brand) on behalf of the School.
- Liaising with external clients to facilitate the let, including providing access and resources where required.
- Arranging handover and takeover of the let including pre and post inspection of facilities.

- Checking with the client that they have the sufficient insurance policies, risk assessments (where required) and certification in place to operate safely. To ensure the School is acting as a responsible landlord.
- Maintaining a database of lettings and ensuring that relevant departments are aware.
- Coordination of the swimming pool lettings, managing the customer service interface. This involves oversight of bookings, compliance paperwork, payments and access. To support the Estates Team to ensure cleaning, security, testing and safety checks are undertaken for all commercial pool lettings.
- Supervise the co-ordination of the staffing alongside the stock management in the St Leonards Shop and support the Commercial Enterprise Manager with the merchandise requirements for the St Leonards Golf Academy Programme.

Facilitating long contractual lets such as School Summer Camps, and external residential lettings:

- Assisting the Commercial Enterprise Manager to provide detailed proposals, quotes and invoices for lets in a timely fashion and by communicating effectively (on brand) on behalf of the School.
- Liaising with external clients to facilitate the let, including providing access and resources where required.
- Arranging handover and takeover of the let including pre and post inspection of facilities.
- Checking with the client that they have the sufficient insurance policies, risk assessments (where required) and certification in place to operate safely. Ensure the School is acting as a responsible landlord.

Organising and facilitating school run holiday activity camps and the provision of the After School Care

Club:

- Assisting the Commercial Enterprise Manager in designing and implementing activity clubs for 5 - 18 year olds to make a profit for the Enterprise Business.
- This includes assisting with marketing and sales activities, and using booking software such as Try Booking and Engage.
- Source staff and oversee the operational running of the Camps and After School Care.
- Undertake administrative supervision for the After School Care Leaders in the After School Care Club.
- Have the sufficient insurance policies, risk assessments (where required) and certification in place to operate safely.
- Any other duties that the Commercial Enterprise Manager, Director of Finance & Operations or Head may require.

Child Protection, Safeguarding and Compliance:

- To undertake all relevant Child Protection and Safeguarding training as required.
- To ensure that the complaints policy is followed effectively, carry out appropriate investigations when concerns are raised and ensure that any formal procedure is followed in a fair and equitable manner.
- To be aware of and apply the School's policy on Health and Safety, including matters relating to risk assessments, fire regulations and maintenance/works issues, to help to ensure the safety of staff and pupils and to raise their attention to Health and Safety regulations and responsibilities.

This is not intended to be an exhaustive list of responsibilities and duties. It is expected that the post holder will participate in other reasonable activities which may be required to meet the needs of the School or for better fulfillment of the role.



Person Specification

Criteria	Essential	Desirable
Education, Training, Qualifications	• Educated to A levels/Highers or equivalent. • Vocational qualifications accepted.	• Degree in a business related discipline
Experience and Knowledge	• 3-5 yrs experience of working within commercial operations and/or an event coordination environment.	• Previous operational/events management experience. • Facilities management background. • Experience of working with children and/or young people in an educational or activity-focused environment. • Knowledge of sales and/or retail environment.
Competencies and Skills:	• IT Competent with experience in Google Suite and/or Microsoft Office. • Highly organised and proven evidence of being able to multitask, and deliver projects on time to budget. • Organisation and event planning experience. • Display an innovative approach with a willingness to consult and seek advice where appropriate	• A full driving licence.
Interpersonal skills	• Excellent client relationship building and management. • Build and maintain strong working	

	relationships with stakeholders and internal teams. • Organised, punctual, motivational, and with varied communication skills, (formal, informal, international). • Ability to work as part of a team. • Ability to work independently and take responsibility for planning own workload. • Professional manner and appearance.	
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THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via St Leonards [Teacheroo portal](#). The closing date and time for applications is Noon on **21st September 2026**. Interview to take place ASAP. We reserve the right to close the vacancy earlier.

Please note :

- As this vacancy is being re-advertised previous applicants need not apply
- St Leonards cannot offer visa sponsorship therefore applicants must have the right to work in the UK

Any questions may be directed to **recruitment@stleonards-fife.org** in the first instance.

All successful applicants will be required to be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.